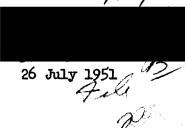
1-9869



MEMORANDUM FOR: Advisor for Management

SUBJECT

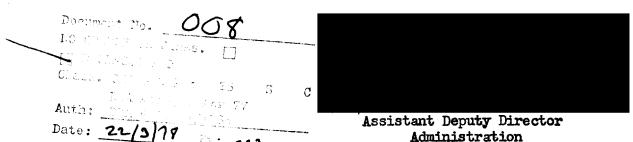
: Handling of Cargo Shipments

and on 25 July. agreed upon the following procedures:

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- a. There will be no transfer of personnel or function from Administrative Services to Procurement.
- b. The personnel engaged in handling cargo shipments in the Transportation Division, Administrative Services Office, will be physically located with the control group in the Procurement Office to insure closer coordination and cooperation.
- c. At least one individual of the cargo shipping unit will continue to be physically stationed at location where individual travelers are processed for movement. At this location, all information required from such travelers in connection with the shipment of personal automobiles and household goods will be obtained. This will avoid the necessity for individual travelers reporting to more than one location for all travel arrangements.
- 2. If further difficulties arise after a reasonable trial period, request that a report be made to this Office.

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Copies to:

Chief, Adm Serv Chief of Proc

Spec Asst to DD/A (Mr. Peel)

1 Encl.
Encl 1 - Proc Office folder on "Supply"

JUL 26 hal